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OSA 1631-64
22 March 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Shipping Plan

**PURPOSE: Shipment of Automation Equipment from
Headquarters to [REDACTED]**

25X1A

SCOPE:

1. Due to the size, weight, and structure of some of the items it is necessary to start preparation for this move approximately one week prior to the actual move. A timing schedule for the entire operation is shown in enclosure #2. This timing schedule is for the departure of the equipment from Headquarters only, and does not cover any portion of the move once it is loaded aboard the aircraft.

2. To ensure proper operation of the EAI 3500 plotter the Washington representative of the [REDACTED] will be requested to furnish one company engineering representative for complete check-out one week prior to shipment. This visit will also include instruction for Automation Division personnel in the preparation of the plotter for shipment. This will include the tie-down of movable components and the removal of easily damaged parts. The parts that are removed will be packed in cartons by members of the Automation Division. The plastic cover for the plotter will not be installed due to the possibility of its being lost or damaged enroute. If required, wooden skids will be installed. These skids are to be manufactured by the Headquarters Carpenter Shop and installed on the console side of the plotter. They are necessary for the possibility of turning the plotter on its side to facilitate entrance into doors too narrow for the width of the plotter.

3. After the plotter board has been properly prepared for shipment the rest of the items will be collected and checked for proper padding and packing. If additional padding or cartons are required these will be obtained from shipping section of Headquarters. As the items are readied a packing

DOCUMENT NO.

NO CHANGES

IN DOCUMENT

CLASS. CHG.

EXT. REV.

DATE: 30/11/81

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list will be prepared for each carton and distributed as follows:

Copy #

- 1 - Packed inside the carton.
- 2 - Stored in an envelope fastened securely to the outside of the carton.
- 3 - To be used for info package hand-carried to Area.
- 4 - For Material/OSA.
- 5 - AUTO/OSA files.

4. When all items to be shipped have been packed a Bill of Lading will be made with each item being numbered corresponding to its number on the Bill of Lading. On the day of movement the personnel assigned to the move from Automation Division will arrive at Headquarters in time to start coordinating the movers and their equipment by 0700E. The move should be made following the timing schedule as outlined in enclosure #2.

5. Once the equipment has been loaded on the trucks/vans the movers supplied by Headquarters will be relieved. The two personnel from Automation Division and one from MD/OSA will then follow the vans to Andrews AFB. Transportation for these personnel will be by private conveyance.

6. Upon arrival at the aircraft the loading of the equipment will be under the direct supervision of the loadmaster assigned to the aircraft. After the vans/trucks have been unloaded they will be released to their individual units and the AUTO/DIV and MD/OSA personnel will return to normal duties, except for [REDACTED] who will accompany the shipment.

7. Automation Division personnel - [REDACTED] and [REDACTED] will depart Headquarters 1 April by commercial air for [REDACTED]. They will arrive at [REDACTED] in sufficient time prior to arrival of cargo aircraft to arrange for unloading and transporting of load to proper location on the base.

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9. Questions concerning this shipment will be referred to [REDACTED] or [REDACTED] in that order, at Headquarters, ext. 4260 or Red-1870.

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C/AUTO/FA/OSA

Enclosures - 6

- #1 - Shipping List
- #2 - Timing
- #3 - Equipment Requirements at Headquarters
- #4 - Packing Instructions
- #5 - Telephone Numbers and Personnel
- #6 - Moving Instructions

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AUTO/FA/OSA [REDACTED]

Distribution:

- 1 - AUTO/FA/OSA
- 1 - D/FA/OSA
- 1 - COMMO/OSA
- 1 - AD/OSA
- 1 - CC/OSA
- 1 - SS/OSA
- 1 - RB/OSA

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Enclosure #1

SHIPPING LIST

1. One EAI 3500 Plotter Board.
2. One Carton EAI Paper Tape Reader.
3. One Carton EAI Plotter Arm.
4. One Carton EAI Operating Manuals.
5. One carton EAI Spare Parts.
6. One EG-12. (Packed in Carton)
7. One carton Flexowriter Paper.
8. One carton Paper Taps.
9. One carton Mod M.
10. One carton Friden Teledata.
11. One carton Friden Paper Guide.
12. One carton Friden Flexowriter.
13. One carton Friden Flexowriter Stand.
14. One carton EAI Plotter Equipment.

The total cube of the shipment is 231 cu. ft.
The cube and wgt of the plotter is 80 cu. ft. and 2000
lbs respectively.

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Enclosure #2

TIMING

March 27 and 30 - All equipment that can be prepared for shipment will be made ready during this period.

March 31 - A final briefing will be given to the personnel going to the [REDACTED] with a complete list of all equipment to be shipped along with their respective weights and cubic measurements.

All equipment to be shipped will be given a last time check to ensure that proper preparation has been made. This is to include the preparation of a complete Bill of Lading so that a complete record will be made of the shipment.

April 1 - (0700) Three personnel of the Production and Administration Branch of Automation Division will be utilized for supervision in transporting the equipment from the 3B2817 Headquarters to the Loading Dock, Headquarters.

April 1 - (0700) Three personnel of the Production and Administration Branch of Automation Division will supervise the moving of equipment from 3B2817, Headquarters to the Loading Dock, Hqs, and the loading of this equipment on the trucks and/or vans.

April 1 - (0800) Loading will be completed and the trucks/vans will depart for Andrews AFB. The personnel who are to accompany the trucks will follow by private conveyance.

April 1 - (1000) Loading of the equipment on the aircraft will commence.

April 1 - (1100) All equipment will be loaded.

April 1 - (1200) Aircraft will depart Andrews AFB.

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Enclosure #3

EQUIPMENT REQUIREMENTS AT HEADQUARTERS

1. Flat bed hand truck for moving numerous cartons and boxes.
2. Covered moving van with associated blankets and tie-down ropes or straps. (Minimum of 36 blankets and 24 ropes required)
3. High-lift bed truck with padding and ropes required for movement of the plotter from Headquarters to the aircraft.
4. If the moving van is not equipped with either a high-lift bed or tailgate a fork lift will be required for loading at Andrews.
5. One hand truck will be required for the movement of the AG-13 rack. (Similar to a refrigerator dolly)
6. Wooden skids to be furnished by Carpenter Shop, Hqs for use on the side of the plotter table. These skids should be attached to the console side of the plotter before departing Automation Division, but if there is a space limitation on either the high-lift truck or the aircraft they will be removed and carried as a separate item. The hardware necessary for their attachment to the plotter will be provided by the Carpenter Shop, Headquarters.

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Enclosure #4

PACKING INSTRUCTIONS

1. EAI Plotter - The plotter arm will be removed and packed in a special box. This box is located in Automation Division at the present time. The tracing paper for the plotter will be shipped inside it's proper drawer on the plotter board.

The oil will be removed from the vacuum pump of the board.

Any other parts requiring tie-down within the plotter board will be secured under the direction of an EAI engineering representative.

2. Paper tape reader will be packed in a cardboard carton.
3. Two cartons of Friden equipment are still packed in their original containers as received from the factory and it is felt that they need no further padding.
4. The paper guide for the Friden Flexowriter is still packed in its original carton but does require some additional padding in addition to being marked with FRAGILE signs.
5. The Friden Teledata will require a separate carton and will need sufficient padding to protect it during transit.
6. The telephone company's Mod-M will require packing.
7. One carton of Screenline Paper and one carton of paper tape for the Friden Teledata will be sent. These will not require any packing.
8. One carton of instruction and maintenance books will be included in the EAI shipment.
9. One carton of spare parts for the EAI Plotter will be included.
10. One KG-13 rack will be included. Due to its size it will be impossible to place this item in any sort of a container. The miscellaneous wires and components attached to the rack will be securely fastened to the rack to prevent damage during transit.
11. KG-13 will be placed in a carton and packed securely for transit. This item will be the responsibility of the Communications Division, OSA.

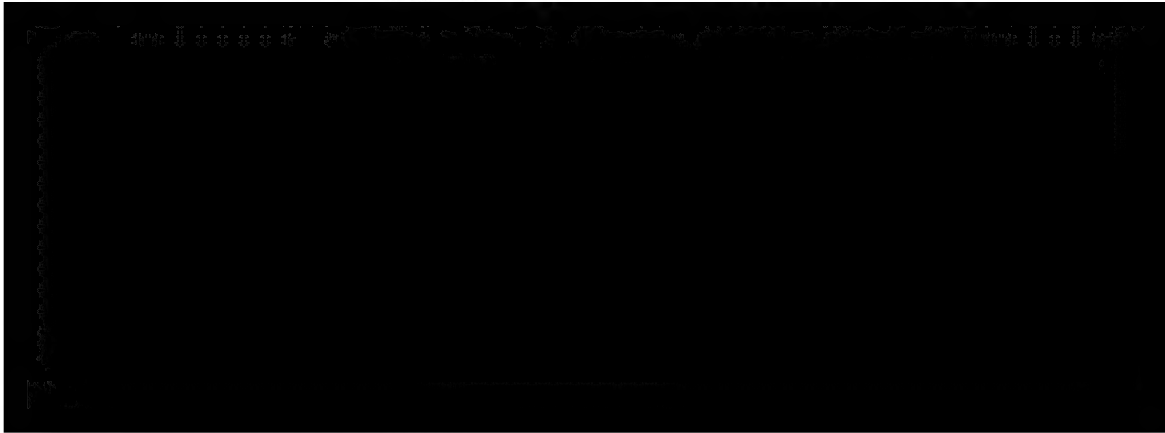
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Enclosure #5

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TELEPHONE NUMBERS AND PERSONNEL



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Enclosure #6

MOVING INSTRUCTIONS

AUTO/FA, Production Branch will furnish two men to supervise and assist in moving the equipment from the Automation Division on the 5th floor, Hqs to the loading dock and thence to the vehicles. They will then follow the vehicles to Andrews AFB where they will again assist in the unloading of the equipment from the vehicles to the aircraft.

Headquarters Support will furnish three movers to be used in moving the equipment from the 5th floor to the loading dock and then on to the vehicles.

The Control Center will furnish the necessary loadmasters for loading the equipment on the aircraft.

Material Division will furnish one supervisor for the overall guidance during the move.

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